Enrollment Guide Spring 2021

Last day to enroll without late fee........January 15
Class work begins..............................January 19
Last Day to Enroll (nonrestrictive).........January 26

Degree Works

Degree Works is a degree audit tool designed to provide an overview of your degree requirements and an understanding of how your coursework applies to your degree. Access is available from your Student Profile (under Additional Links). Additional information is available at https://registrar.okstate.edu/degree_works/.

Enrollment Dates

<table>
<thead>
<tr>
<th>Date to Enroll</th>
<th>Overall Earned Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 9</td>
<td>Priority + Graduate Students (midnight)</td>
</tr>
<tr>
<td></td>
<td>Honors Continuing Students (midnight)</td>
</tr>
<tr>
<td></td>
<td>Honors Freshmen (9 am)</td>
</tr>
<tr>
<td></td>
<td>SENIORS</td>
</tr>
<tr>
<td>November 10</td>
<td>115 or more (midnight)</td>
</tr>
<tr>
<td>November 11</td>
<td>105 or more (midnight)</td>
</tr>
<tr>
<td>November 12</td>
<td>100 or more (noon)</td>
</tr>
<tr>
<td>November 13</td>
<td>95 or more (midnight)</td>
</tr>
<tr>
<td>November 14</td>
<td>90 or more (noon)</td>
</tr>
<tr>
<td></td>
<td>JUNIORS</td>
</tr>
<tr>
<td>November 15</td>
<td>85 or more (midnight)</td>
</tr>
<tr>
<td>November 16</td>
<td>80 or more (noon)</td>
</tr>
<tr>
<td>November 17</td>
<td>Tulsa Transfer Enrollment Day 50+ hours (Tulsa only)</td>
</tr>
<tr>
<td>November 18</td>
<td>70 or more (midnight)</td>
</tr>
<tr>
<td></td>
<td>65 or more (noon)</td>
</tr>
<tr>
<td></td>
<td>60 or more (midnight)</td>
</tr>
<tr>
<td></td>
<td>SOPHOMORES</td>
</tr>
<tr>
<td>November 19</td>
<td>50 or more (noon)</td>
</tr>
<tr>
<td>November 20</td>
<td>45 or more (midnight)</td>
</tr>
<tr>
<td></td>
<td>35 or more (noon)</td>
</tr>
<tr>
<td></td>
<td>FRESHMEN</td>
</tr>
<tr>
<td>November 21</td>
<td>25 or more (midnight)</td>
</tr>
<tr>
<td>November 22</td>
<td>20 or more (noon)</td>
</tr>
<tr>
<td>November 23</td>
<td>0 or more hours* (midnight)</td>
</tr>
<tr>
<td></td>
<td>All Continuing Students (noon)</td>
</tr>
<tr>
<td>December 1</td>
<td>Transfer Enrollment Day*</td>
</tr>
<tr>
<td>December 10</td>
<td>Transfer Enrollment Day*</td>
</tr>
<tr>
<td>December 15</td>
<td>Enrollment Day - Freshmen*</td>
</tr>
<tr>
<td>January 5</td>
<td>Transfer Enrollment Day*</td>
</tr>
<tr>
<td>January 7</td>
<td>Freshmen Make-Up Day*</td>
</tr>
<tr>
<td>January 14</td>
<td>International Enrollment Day</td>
</tr>
</tbody>
</table>
|               | *New freshmen and new transfer students will begin the enrollment process with the Office of First Year Success. 321 Student Union, 405-744-3636. Notice to first-year students: Credit earned by examination (such as AP or CLEP) will be recorded on a student's OSU transcript with a neutral grade of "CBE-P" (Pass) if the student earns the equivalent of a "C" or better on the examination. No grade is recorded if the student fails the exam.

Graduating in May or July? You must submit a graduation application by Thursday, April 1st to have your name appear in the spring commencement program. Log in to my.okstate.edu, Self-Service, and select ‘Apply to Graduate’ from the Student Records (in the Additional Links).

Spring Dates to Remember

Students who wish to enroll in a short course must enroll before the start of the course. Proportionate drop and withdraw dates apply to short courses. Go to https://registrar.okstate.edu/class_schedule_short_courses/short_courses. Additional deadlines apply to graduate students. See the Graduate College Academic Calendar at https://gradcollege.okstate.edu/resources/student-resources.html.

- University holiday: Monday, January 18
- Class work begins: Tuesday, January 19
- 100% Refund, Nonrestrictive Drop/Add Deadline*: Tuesday, January 26
- Partial Refund, Restrictive Drop/Add Deadline*: Friday, January 29
- Deadline to Apply to Graduate: Thursday, April 1 (for name to appear in spring commencement program)
- W Drop/Withdrawal Deadline*: Friday, April 9
- Assigned W or F Drop/Withdrawal Deadline*: Friday, April 23
- Pre-finals week: Monday-Friday, April 26-30
- Class work ends: Friday, April 30
- Final exams: Monday-Friday, May 3-7
- Graduate Commencement: Friday, May 7
- Undergraduate Commencement: Saturday, May 8

A University holiday falls within the semester. If the scheduled classes do not meet, additional class time or assignments may make up the difference.

*Drop/Add and Withdraw Deadline Details:

- 100% Refund, Nonrestrictive Drop/Add Deadline:
  - add a course (nonrestrictive)
  - drop a course with 100% refund and no grade

- Partial Refund, Restrictive Drop/Add Deadline:
  - add a course (requires drop/add card with instructor and advisor signatures)
  - drop a course with partial refund and no grade

- W Drop/Withdrawal Deadline:
  - drop a course with automatic grade of "W"
  - withdraw from all classes with automatic grades of "W" (requires completed Withdrawal Form)

- Assigned W or F Drop/Withdrawal Deadline:
  - drop a course with an assigned grade of W or F by the instructor (requires completed Request to Drop a Course During the Assigned W or F Period form)
  - withdraw from all classes with assigned grades of "W" or "F" by the instructor (requires completed Withdrawal Form)
**Registration and Enrollment**

1. Find your expected enrollment/registration date for the upcoming semester in this enrollment guide.
2. Schedule a meeting with your academic advisor to plan your class schedule. You won’t be able to enroll until your advisor clears you for registration. Contact your advisor early, as advising appointments fill quickly.
3. From Student Self-Service, check Your Profile to see if you are eligible to register for classes. This site will notify you of factors that may prevent you from being eligible to register, such as enrollment status, academic standing and holds.
4. Accessing Prepare for Registration (under Registration) will allow you to view registration permits/overides that have been granted to you.
5. You can plan your schedule in Self-Service using Plan Ahead under the Registration menu. Plans created here will be available when you register for classes (on the Plans tab).
6. If you register in a class with a variable credit hours, it will default to the lowest number of credit hours. Use the Schedule and Options tab of Registration to change credit hours in a variable credit class.

---

**Students’ Rights to Privacy**

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

An OSU student has the right to:

1. Inspect and review information contained in his or her educational records within 45 days of the day that the University receives a written request from the student.
2. Challenge the contents of the educational record.
3. Have a hearing if the outcome of a challenge is unsatisfactory.
4. Submit an explanation statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
5. Secure a copy of the institutional policy, which includes the location of all educational records.
6. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.
7. File a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5000.

**Access to Records.** Students may inspect and review their educational records by notifying the Office of the Registrar to not release personally identifiable information, including directory information. Such requests must be honored until revoked by the student.

**Withholding Disclosure of Information.** Currently enrolled students may withhold disclosure of directory information. A student may file a written request with the Office of the Registrar not to release personally identifiable information, including directory information. Such requests must be honored until revoked by the student.

**Defining School Official.** A “school official” includes: student’s name; local and permanent addresses; student’s dates of attendance and graduation; academic degrees and honors; awards and grants received and dates granted or received; academic classification such as freshman, sophomore, junior, senior; sex; race; ethnicity; birthdate; educational record information, such as grade reports and transcripts; and any record relating to an individual’s educational experience at Oklahoma State University; degrees, honors, and awards granted or received and dates awarded or given; specific course grades; awards and honors; and other unique identifiers.

---

**Advising for Students Who Plan a Career**

Students who wish to enroll in a short course must enroll before the start of the course. Proper registration and withdrawal dates apply to short courses. Go to registrar.okstate.edu/ class_schedule/short_courses/short_courses.html for these deadlines or scan the QR code below.

---

**Examination Schedule Information**

**Course** | **Dates**
---|---
ACTC 2003 | Feb 25, Apr 13
CHEM 1215 | Feb 11, Mar 18, Apr 8
CHEM 1314 | Feb 10, Mar 10, Apr 7
CHEM 1414 | Feb 16, Mar 16, Apr 13
CHEM 1515 | Feb 11, Mar 18, Apr 8
ENSC 2183 | Feb 24, Mar 24, Apr 21
ENSC 2143 | Feb 2, Mar 2, Mar 30, Apr 20
MATH 1513 | Feb 17, Mar 17, Apr 21
MATH 1813 | Feb 17, Mar 17, Apr 21
MATH 2144 | Feb 18, Mar 23, Apr 20
MEC 2212 | Feb 8, Mar 1, Mar 29, Apr 19
PHYS 1114 | Feb 17, Mar 17, Apr 7
PHYS 1214 | Feb 17, Mar 15, Apr 5
PHYS 2014 | Feb 18, Mar 16, Apr 6
PHYS 2114 | Feb 18, Mar 18, Apr 15

Tulsa-based sections have a different common evening exam schedule. Please consult your instructor and syllabus for more information on your common evening exam date and time.

Note: If a common exam is cancelled due to the university closing for inclement weather or other unforeseen events, the exam may be rescheduled at the instructor’s and department’s request. Fridays from 5:30 - 6:30 pm are likely time slots for rescheduled common exams.

---

**Campus Contacts**

- **College of Arts and Sciences (CAS)** 218 Student Union 405-744-5658 cas.okstate.edu
- **College of Education and Human Sciences (EHS)** 106 Student Union 405-744-5592 ehs.okstate.edu
- **College of Engineering, Architecture and Technology (CEAT)** 101 Engineering North 405-744-5276 ceat.okstate.edu
- **Ferguson College of Agriculture (AGRI)** 196 Agriculture Hall 405-744-5395 agriculture.okstate.edu
- **School of Business and Information Technologies (BIST)** 107 Wes Watkins Center 405-744-6606 sbist.okstate.edu
- **Spear’s School of Business (SSB)** 153 Business Building 405-744-5064 business.okstate.edu
- **College of Veterinary Medicine (CVM)** 203 Medical Center 405-744-6691
- **Graduate College** 202 Whitworth 405-744-6368 graduatecollege.okstate.edu
- **Honors College** 101 Old Central 405-744-6799 honorscollege.okstate.edu
- **University College Advising** 102 Student Union 405-744-5762 ucoc.edu
- **Athletic Ticket Office** 196 Athletics Center 405-744-5745 www.okstate.com
- **Career Services** 360 Student Union 405-744-5253 career.okstate.edu
- **Individual Study** 311 PhD Bldg. 405-744-6390 is.okstate.edu
- **Department of Wellness** 101 Health and Wellness, 405-744-5590 wellness.okstate.edu
- **Edmon Low Library** 216 Library 405-744-9775 library.okstate.edu
- **Fraternity & Sorority Affairs** 212 Student Union 405-744-5490 gogreek.okstate.edu
- **Housing and Residential Life** 221 Halls Center 405-744-5932 housing.okstate.edu
- **International Students and Scholars** 309 Wes Watkins Center 405-744-5459 iss.okstate.edu
- **Office of Multicultural Affairs** 240 Student Union 405-744-5675 oma.okstate.edu
- **University Access and Testing** 100 UAT Building 405-744-5958 testing.okstate.edu
- **Parking and Transit Services** 1006 W. Hall of Fame 405-744-6652 parking.okstate.edu
- **Registrar** 222 Student Union 405-744-6876 registrar.okstate.edu
- **Scholarships and Financial Aid** 91 Student Union 405-744-1004 financialaid.okstate.edu
- **Student Accessibility Services** 152 W. Farm Rd, 155 US 405-744-7716 accessibility.okstate.edu
- **Study Abroad** 242 Student Union 405-744-8699 global.okstate.edu
- **University Counseling Services** 320 Student Union 405-744-5458 ucs.okstate.edu
- **University Health Services** 1002 W. Farm Road 405-744-7665 uh.okstate.edu
- **University Police Services** 104 USDA Bldg. 405-744-6527 police.okstate.edu
- **University Store at the Student Union** 120 Student Union 405-744-5237 universitystore.okstate.edu